



Los Angeles County

BOARD DELEGATED AUTHORITY MANUAL

Introduction

STATEMENT OF PURPOSE

BACKGROUND

The Board of Supervisors is responsible for a myriad of administrative functions that allow county government to operate. Many of these functions are given to the Board of Supervisors to perform by statute or by the state constitution. The Board is specifically charged with the responsibility for establishing policy to guide the completion of these various functions, and when necessary, will delegate its authority to facilitate this process.

This online Board Delegated Authority Manual is an inventory of only those functions that the Board has delegated, by resolution or Board order, to county departments, commissions or committees. It does not list delegated authority that has been given to these entities by ordinance, since these are codified and easily found in the County Code. It also does not list those delegations that are not ongoing and which are limited to one-time occurrences. The Board Delegated Authority Manual will be continually updated to reflect current ongoing delegation.

The Executive Office of the Board of Supervisors is responsible for ensuring that all delegated authority entries are reviewed in accordance with their sunset review dates.



Los Angeles County

BOARD DELEGATED AUTHORITY

Policy #:	Title:	Adopted Date:
20.010	Property Assessment Correction	01/13/1970
	Department:	
	Assessor	

POLICY

The County Assessor is authorized to perform on behalf of the Board roll corrections under Section 4831 of the Revenue and Taxation Code. The Assessor has the responsibility for making corrections relating to incorrect entries on the roll, or other errors of the Assessor not involving the exercise of judgment as to value.

REFERENCE

[Revenue and Taxation Code Section 4804](#)

Adopted by Board of Supervisors [January 13, 1970](#)

RESPONSIBLE DEPARTMENT

Assessor

DATE ADOPTED/SUNSET REVIEW DATE

Adopted Date: January 13, 1970

Sunset Review Date: June 30, 2013

Review Date: June 27, 2013

Sunset Review Date: June 30, 2017

20.010



Los Angeles County

BOARD DELEGATED AUTHORITY

Policy #:	Title:	Adopted Date:
20.020	Establish, Increase, Reduce or Discontinue Revolving Funds	04/04/1978
	Department:	
	<i>Auditor Controller</i>	

POLICY

Pursuant to the provisions of Section 29321.1 of the Government Code the Auditor-Controller is authorized to establish, increase, reduce or discontinue revolving funds and at the end of each fiscal year will render a written report to the Board identifying the revolving funds in existence during the fiscal year, the amount of such fund and the officer using the fund. A revolving fund contains budgeted funds used for small purchases, and for customer change transactions, as distinguished from a revolving cash trust fund (see Policy 20.070) which is used for frequent refund transactions of client monies.

REFERENCE

[Government Code Section 29321.1](#)

[Adopted by Board of Supervisors April 4, 1978, Synopsis No. 12](#)

RESPONSIBLE DEPARTMENT

Auditor-Controller

DATE ADOPTED/SUNSET REVIEW DATE

Adopted Date: April 4, 1978

Sunset Review Date: June 30, 2013

Review Date: August 21, 2013

Sunset Review Date: June 30, 2017



Los Angeles County

BOARD DELEGATED AUTHORITY

Policy #:	Title:	Adopted Date:
20.030	Establish or Abolish Funds and Transfer Money Department: <i>Auditor-Controller</i>	03/28/1972

POLICY

The County Auditor-Controller is authorized to establish or abolish funds and transfer money from one fund to another as specified in Government Code Section 25252.

REFERENCE

[Government Code Section 25252](#)

[Adopted by Board of Supervisors March 28, 1972, Synopsis No. 10](#)

RESPONSIBLE DEPARTMENT

Auditor-Controller

DATE ADOPTED/SUNSET REVIEW DATE

Adopted Date: March 28, 1972

Sunset Review Date: June 30, 2013

Review Date: June 27, 2013

Sunset Review Date: June 30, 2017



Los Angeles County

BOARD DELEGATED AUTHORITY

Policy #:	Title:	Adopted Date:
20.040	Property Tax Correction	12/23/1975
Department:	Auditor-Controller	

POLICY

The County Auditor is authorized to perform on behalf of the Board roll corrections and tax cancellations under Sections 4835, 4840, 4990, 5026, and 5096 of the Revenue and Taxation Code, and the Assessor shall transmit the evidence and statement of facts referred to in Section 4840 to the Auditor, rather than the Board, pursuant to the Board's designation to the Auditor as the County officer authorized to act for the Board under that section. The Auditor in performing the acts specified herein may but need not obtain the written approval of the County Counsel.

REFERENCE

[Revenue and Taxation Code Section 4804](#)

[Adopted by Board of Supervisors December 23, 1975, Synopsis No. 15](#)

RESPONSIBLE DEPARTMENT

Auditor- Controller

DATE ADOPTED/SUNSET REVIEW DATE

Adopted Date: December 23, 1975

Sunset Review Date: June 30, 2013

Review Date: June 27, 2013

Sunset Review Date: June 30, 2017



Los Angeles County

BOARD DELEGATED AUTHORITY

Policy #:	Title:	Adopted Date:
20.060	Replenish Shortages in County Officers' Accounts	07/24/1990
	Department:	
	<i>Auditor-Controller</i>	

POLICY

Pursuant to the provisions of Section 29390.1 of the Government Code applications for relief of County officers and employees from liability for shortages up to \$10,000 in their accounts, where no proof of fraud or gross negligence exists, shall be made with the Auditor-Controller. The Auditor-Controller is authorized to perform the functions of the Board to relieve such shortages and the Auditor-Controller is required to render a written report and give an account to the Board of the officers and employees making applications for relief from liability for shortages in accounts, and the amounts thereof, at the end of each fiscal year and at such other times as the Board directs.

REFERENCE

[Government Code Section 29390.1](#)

[Adopted by Board of Supervisors July 24, 1990, Synopsis No. 15](#)

RESPONSIBLE DEPARTMENT

Auditor-Controller.

DATE ADOPTED/SUNSET REVIEW DATE

Adopted Date: July 24, 1990

Sunset Review Date: June 30, 2013

Review Date: July 27, 2013

Sunset Review Date: June 30, 2017



Los Angeles County

BOARD DELEGATED AUTHORITY

Policy #:	Title:	Adopted Date:
20.070	Revolving Cash Trust Funds	10/21/1980
Department:	<i>Auditor-Controller</i>	

POLICY

Pursuant to the provisions of Section 25252.6 of the Government Code the Auditor-Controller is authorized to establish and determine the amount of revolving cash trust funds and at the end of each fiscal year, will render a written report to the Board identifying the revolving cash trust funds in existence during the fiscal year, the amount of such fund and the officer using the fund. A revolving cash trust fund is utilized by departments that experience high volume refund transactions, such as the return of cash held for safekeeping upon entry of an inmate to a custody facility, a patient to a hospital facility, or for child support money. A revolving cash trust fund is distinguished from a revolving fund (see Policy 20.020) in that the trust holds client monies as opposed to a revolving fund which holds County budgeted funds.

REFERENCE

[Government Code Section 25252.6](#)

[Adopted by Board of Supervisors October 21, 1980, Synopsis No. 11](#)

RESPONSIBLE DEPARTMENT

Auditor- Controller

DATE ADOPTED/SUNSET REVIEW DATE

Adopted Date: October 21, 1980

Sunset Review Date: June 30, 2013

Review Date: August 21, 2013

Sunset Review Date: June 30, 2017



Los Angeles County

BOARD DELEGATED AUTHORITY

Policy #:	Title:	Adopted Date:
20.080	Small Claims Agent for County	06/20/2005
	Department:	
	Chief Executive Office	

POLICY

The County Chief Executive Officer is appointed an officer to represent the County of Los Angeles in Small Claims Court and to prosecute claims on behalf of the County. The County Chief Executive Officer is also authorized and empowered to accept service of process issued by Small Claims Court, on behalf of this County.

REFERENCE

Government Code Section [949](#) and [935.4](#)

Adopted by Board of Supervisors June 20, 2005 (2005-06 Budget Deliberations), [Board Order No. 8](#)

RESPONSIBLE DEPARTMENT

Chief Executive Office

DATE ADOPTED/SUNSET REVIEW DATE

Adopted Date: June 20, 2005

Sunset Review Date: June 30, 2013

Review Date: June 27, 2013

Sunset Review Date: June 30, 2018



Los Angeles County

BOARD DELEGATED AUTHORITY

Policy #:	Title:	Adopted Date:
20.090	Approval of Contracts	07/15/1987
Department:	Chief Executive Office	

POLICY

The Chief Executive Officer is authorized, until otherwise ordered, pursuant to Section 23005 of the Government Code and within budgeted appropriation authority, with no set dollar limit, to approve contracts for financial, economic, accounting, engineering, and administrative services as described in Section 31000 of said Code.

On July 28, 1992, the Board amended the prior policy instructing that the Chief Administrative Officer's previously delegated contracting authority shall be exercised in the future only when countersigned by the Auditor-Controller and the Executive Officer of the Board and that a report of such contracts be made to the members of the Board monthly.

On January 13, 1993, the Chief Administrative Officer requested that the report of contracts be made quarterly.

REFERENCE

Government Code Sections [23005](#) & [31000](#)

Adopted by Board of Supervisors July 15, 1987, [Synopsis No. 39-B 2.](#)

Adopted by Board of Supervisors July 28, 1992, [Synopsis No. 60](#)

Chief Administrative Officer letter to Supervisors January 13, 1993

[Chief Executive Officer memorandum of March 20, 2009](#)

RESPONSIBLE DEPARTMENT

Chief Executive Office

DATE ADOPTED/SUNSET REVIEW DATE

Adopted Date: July 15, 1987

Sunset Review Date: June 30, 2013

Review Date: April 25, 2013

Sunset Review Date: June 30, 2017

20.090



Los Angeles County

BOARD DELEGATED AUTHORITY

Policy #:	Title:	Adopted Date:
20.100	Budget Adjustments	06/25/2012
Department:	Chief Executive Office	

POLICY

Annually, the Chief Executive Officer is designated as the County official authorized to approve increases in appropriations that are financed by decreases in appropriations in the same budget unit. The Board has provided this authority to the Chief Executive Officer for transfers of appropriations within a budget unit up to \$250,000 per quarter. Budget units exempt from \$250,000 per quarter limit include the Department of Health Services General Fund and Enterprise Fund Hospital budget units, which are allowed transfers of up to \$1,000,000 per quarter, and Trial Court Operations, which shall constitute a single budget unit and not have any monetary limitations in appropriation transfers.

The Board has also authorized the Chief Executive Officer to approve appropriation adjustments to departmental budgets without any monetary limitation from the allocation within the contracted program services funds for each district within the Board of Supervisors budget.

The Board has also authorized the Chief Executive Officer to approve appropriation adjustments to departmental budgets for projects approved by the Quality and Productivity Commission.

REFERENCE

[Government Code Section 29125](#)

Adopted by Board of Supervisors June 21, 2004, [Synopsis No. 20-5](#)

Adopted by Board of Supervisors June 22, 2009, [Board Order No. 16](#)

Adopted by Board of Supervisors June 25, 2012, [Board Order No. 12](#)

RESPONSIBLE DEPARTMENT

DATE ADOPTED/SUNSET REVIEW DATE

Adopted Date: June 21, 2004

Sunset Review Date: June 30, 2013

Review Date: June 27, 2013

Sunset Review Date: June 30, 2017



Los Angeles County

BOARD DELEGATED AUTHORITY

Policy #:	Title:	Adopted Date:
20.110	Signature for Federal Assistance Under Federal Robert T. Stafford Act, as amended	05/05/1998
	Department:	
	<i>Chief Executive Office</i>	

POLICY

The Chief Executive Officer; Chief Deputy, Chief Executive Officer; Administrative Deputy, Chief Executive Officer; Assistant Director and Manager of the Office of Emergency Management; and the Manager of the County Disaster Administrative Team are authorized to execute for and on behalf of the County, applications and documents for the purpose of obtaining financial assistance under the Federal Robert T. Stafford Act, as amended.

REFERENCE

[Government Code Section 23004](#)

Adopted by Board of Supervisors May 5, 1998, [Synopsis No. 18](#)

RESPONSIBLE DEPARTMENT

Chief Executive Office

DATE ADOPTED/SUNSET REVIEW DATE

Adopted Date: May 5, 1998

Sunset Review Date: June 30, 2013

Review Date: June 27, 2013

Sunset Review Date: July 1, 2017



Los Angeles County

BOARD DELEGATED AUTHORITY

Policy #:	Title:	Adopted Date:
20.120	Review, Compromise or Settle Claims	04/23/1985
	Department:	
	County Claims Board	

POLICY

The County Claims Board is authorized to receive and review requests to compromise or settle all claims and suits for money damages permitted under the Government Code, and to perform all functions of the Board of Supervisors with respect to such claims and suits for money damages, including authority to review and approve Summary Corrective Action Plans and Corrective Action Plans, except any such authority that has been specifically delegated to the County Counsel or the Chief Executive Office. All claims and suits before the Claims Board wherein settlement exceeds \$100,000 shall be referred with a recommendation for final action to the Board of Supervisors, along with any related Summary Corrective Action Plan and Corrective Action Plan.

REFERENCE

[Government Code Section 935.2](#)

Adopted by Board of Supervisors April 23, 1985, [Synopsis No. 86](#)

RESPONSIBLE DEPARTMENT

Claims Board

DATE ADOPTED/SUNSET REVIEW DATE

Adopted Date: April 23, 1985

Sunset Review Date: June 30, 2013

Review Date: April 25, 2013

Sunset Review Date: June 30, 2017



Los Angeles County

BOARD DELEGATED AUTHORITY

Policy #:	Title:	Adopted Date:
20.130	Acceptance of Condominium Conversion Settlement Fees	06/09/1987
	Department: <i>Community Development Commission</i>	

POLICY

The Board acting as the Community Development Commission, delegates authority to the Executive Director to accept settlement fees, under the Condominium Conversion Ordinance, and to execute appropriate documents when recommended by contract counsel in concurrence with County Counsel.

REFERENCE

[Health and Safety Code Section 34150](#)

Adopted by Board of Supervisors June 9, 1987, [Synopsis No. 2-H](#)

RESPONSIBLE DEPARTMENT

Community Development Commission

DATE ADOPTED/SUNSET REVIEW DATE

Adopted Date: June 9, 1987

Sunset Review Date: June 30, 2013

Review Date: April 25, 2013

Sunset Review Date: June 30, 2017



Los Angeles County

BOARD DELEGATED AUTHORITY

Policy #:	Title:	Adopted Date:
20.150	Purchase of Real Property	01/02/1990
Department:	<i>Community Development Commission</i>	

POLICY

The Board of Supervisors acting as the Community Development Commission (CDC), has delegated authority to the Executive Director of the CDC to purchase real property in unincorporated Los Angeles County and its participating cities, using Countywide CDBG funds and CDBG funds allocated to all Supervisorial Districts, and other funding sources permitted for this purpose. Purchases are subject to the acquisition criteria identified in Exhibit A of the referenced Board order. The Executive Director is authorized to execute any and all documentation which may be required to complete said acquisitions including any consent agreements with participating cities. The Executive Director is authorized to develop, rehabilitate, or cause to be rehabilitated, and market said properties subject to requirements of the Commission's procurement policy and the regulatory requirements of funding sources and to execute any and all documents required to complete said actions.

REFERENCE

[Health and Safety Code Section 34150](#)

Adopted by Board of Supervisors January 2, 1990, [Synopsis No. 2-D](#)

RESPONSIBLE DEPARTMENT

Community Development Commission

DATE ADOPTED/SUNSET REVIEW DATE

Adopted Date: January 2, 1990

Sunset Review Date: June 30, 2013

Review Date: April 25, 2013

Sunset Review Date: June 30, 2017



Los Angeles County

BOARD DELEGATED AUTHORITY

Policy #:	Title:	Adopted Date:
20.160	Purchase Real Property Using Housing Authority Funds	12/12/1992
	Department:	
	<i>Community Development Commission</i>	

POLICY

The Board acting as the Community Development Commission, delegates authority to the Executive Director to purchase real property in unincorporated Los Angeles County and its participating cities, without prior Board approval, but with the consent of the affected supervisorial district. The properties will be purchased using Housing Authority funds, and will be used for the development of affordable and public housing. The Executive Director is authorized to execute any and all documents which may be required to complete said acquisitions.

REFERENCE

[Health and Safety Code - Section 34150](#)

Adopted by Board of Supervisors December 12, 1992, Synopsis No. 2-H

RESPONSIBLE DEPARTMENT

Community Development Commission

DATE ADOPTED/SUNSET REVIEW DATE

Adopted Date: December 12, 1992

Sunset Review Date: June 30, 2013

Review Date: April 25, 2013

Sunset Review Date: June 30, 2017



Los Angeles County

BOARD DELEGATED AUTHORITY

Policy #:	Title:	Adopted Date:
20.170	Contracts for Legal Services	07/15/1987
	Department:	
	County Counsel	

POLICY

County Counsel is authorized to contract for legal services. The County Counsel, until otherwise ordered, pursuant to Sections 23005 and 31000 of the Government Code and within budgeted appropriation authority, is authorized to approve contracts for legal services.

REFERENCE

California Government Code Sections [31000](#) and [23005](#)

Adopted by Board of Supervisors July 15, 1987, [Synopsis No. 39-B](#)

RESPONSIBLE DEPARTMENT

County Counsel

DATE ADOPTED/SUNSET REVIEW DATE

Adopted Date: July 15, 1987

Sunset Review Date: June 30, 2013

Review Date: April 25, 2013

Sunset Review Date: June 30, 2017



Los Angeles County

BOARD DELEGATED AUTHORITY

Policy #:	Title:	Adopted Date:
20.180	Tax Cancellation Hearings	12/25/1975
	Department:	
	Executive Office of the Board of Supervisors	

POLICY

The Executive Officer is authorized to act as the hearing officer on behalf of the Board of Supervisors when taxpayer appeal is made under sections 4839.1, 4914 and 4923 of the Revenue and Taxation Code.

REFERENCE

[Revenue and Taxation Code Section 4804](#)

Adopted by Board of Supervisors December 23, 1975, [Synopsis No. 15](#)

RESPONSIBLE DEPARTMENT

Executive Office of the Board of Supervisors

DATE ADOPTED/SUNSET REVIEW DATE

Adopted Date: December 23, 1975

Sunset Review Date: June 30, 2013

Review Date: July 17, 2013

Sunset Review Date: June 30, 2017

20.180



Los Angeles County

BOARD DELEGATED AUTHORITY

Policy #:	Title:	Adopted Date:
20.190	Agreements with Nonprofit Support Organizations	01/13/1970
	Department:	
	Parks and Recreation	

POLICY

The Director of Parks and Recreation is authorized to enter into agreements with non-profit support organizations, at no cost to County, for the purpose of improving or expanding public park and recreational benefits in the County.

REFERENCE

[Government Code Section 26227](#)

Adopted by Board of Supervisors April 5, 1988, [Synopsis No. 40](#)

RESPONSIBLE DEPARTMENT

Parks and Recreation

DATE ADOPTED/SUNSET REVIEW DATE

Adopted Date: April 5, 1988

Sunset Review Date: June 30, 2013

Review Date: April 25, 2013

Sunset Review Date: June 30, 2018



Los Angeles County

BOARD DELEGATED AUTHORITY

Policy #:	Title:	Adopted Date:
20.200	Golf Greens Fees	06/23/1998
	Department:	
	Parks and Recreation	

POLICY

The Director of Parks and Recreation is authorized to temporarily discount golf fees by up to 50 percent at individual courses whenever playing conditions are adversely affected by construction, partial facility closures (e.g., temporary greens) or damages such as those caused by inclement weather or fungus.

REFERENCE

[Government Code Section 50402](#)

Adopted by Board of Supervisors June 23, 1998, [Synopsis No. 27](#)

RESPONSIBLE DEPARTMENT

Parks and Recreation

DATE ADOPTED/SUNSET REVIEW DATE

Adopted Date: June 23, 1998

Sunset Review Date: June 30, 2013

Review Date: April 25, 2013

Sunset Review Date: June 30, 2018



Los Angeles County

BOARD DELEGATED AUTHORITY

Policy #:	Title:	Adopted Date:
20.210	Property Tax Correction	12/23/1975
	Department:	
	Treasurer and Tax Collector	

POLICY

The County Tax Collector is authorized to perform on behalf of the Board roll corrections under Sections 4834.5, 4835, 4839.1 and 4841 of the Revenue and Taxation Code. The Tax Collector in performing these acts may but need not obtain the written approval of the County Counsel.

REFERENCE

[Revenue and Taxation Code Section 4804](#)

Adopted by Board of Supervisors December 23, 1975, [Synopsis No. 15](#)

RESPONSIBLE DEPARTMENT

Treasurer and Tax Collector

DATE ADOPTED/SUNSET REVIEW DATE

Adopted Date: December 23, 1975

Sunset Review Date: June 30, 2013

Review Date: March 28, 2013

Sunset Review Date: June 30, 2018

20.210